

Center for Educational Performance and Information (CEPI)

Michigan Education Information System (*MEIS*)

Single Record Student Database/ Unique Identification Code Application (SRSD/UIC Application)

Linking UICs Guidelines

Questions?
Contact: 517.335.0505
e-mail: Help-Desk@michigan.gov



Guidelines for Linking UICs (Last Updated 10/27/2004)

Questions arise when the authorized user for a district finds that the same student has apparently been assigned more than one UIC. Multiple UICs may occur for two reasons. First, the same student may have been submitted with differences in last name, first name, date of birth, or even gender. For example, John Smith may be submitted as "John Smyth." Or, for typographical reasons, a student originally submitted with a birth date of 12/01/85 may be submitted with a birth date of "12/01/84." Such cases will be presented for resolution in Phase 1. **Failure to resolve these cases may result in new UICs being assigned.** For this reason, it is very important that districts resolve all records presented for resolution.

The second reason multiple UICs may occur is that the UIC Application itself may have automatically interpreted significant differences in these four fields as constituting different students, and therefore replaced the current UIC with a new one. For example, for some reason John Smith might have been reported as "John Jones." CEPI continues to work on programming and design changes that will allow UIC Master fields to be automatically updated where the UIC and district code have remained consistent, (for example, "Jones" would replace "Smith" in the above) instead of having a new UIC assigned.

Please note that linking requests should be placed only after a district can verify that the same student has multiple UICs.

WHY IS LINKING UICs IMPORTANT?

When a single student is assigned multiple UICs, linking those UICs allows the history of that student to be tied together. For instance, if you search by UIC in the Student Search function of the application, the UIC Details screen in the application displays not only the record for that UIC but any UIC previously linked to it as well.

Linking UICs also reduces the efforts of UIC Resolvers during Student UIC Resolution (Phase 1). When the system scans the UIC Master Table for possible matches, it will only check the record of the primary UIC of a set that is linked.

HOW DO I DECIDE WHICH UIC TO USE?

CEPI does not select the UIC you use. You, as a district UIC resolver, make the selection. However, in the case of a name change or incorrect data, you may wish to select the UIC with the most current or correct data. You would then use this UIC (also called the "primary" UIC) for future submissions. It is important to use the primary UIC in all subsequent submissions for a particular student. Failure to do so could result in the assignment of even more additional UIC numbers.

In cases where a district discovers that more than one UIC has been assigned to the same student, it is suggested that the district's UIC resolver request that CEPI link the UICs for this student. The UIC resolver will select one UIC as the primary UIC and mark the other(s) as secondary. **If the UIC chosen as primary is not associated with the school district, your linking request will not be processed.**

WHEN SHOULD I PLACE A LINKING REQUEST?

Although you may place a linking request at any time, it is advisable to place a request after your district's UIC resolver has completed Student UIC Resolution (Phase 1) for the current cycle. Resolution will often clear up an issue that may initially appear to require linking (e.g., updating a UIC Record with the correct Date of Birth).

This is also a good time for districts to check their "List of Changed UICs Report," which highlights incidents where the system automatically assigned a student a new UIC number for reasons such as a name change.

WHAT IS THE PROCESS TO SUBMIT A LINKING REQUEST?

To request linking student UICs, the district's UIC Resolver should follow the steps below.

1. Send a message to Help-Desk@michigan.gov stating that you need a help desk case created to "Link UICs."
 - Include your full name, district number, district name, and telephone number. Once you have been notified by e-mail that the case has been created, you will have a DIT Remedy Help Desk Case number (e.g., DITHPD000XXXXXX) attached to the message you receive.
 - Please do not include the specific linking request with your e-mail. A faxed hard copy of the request is required before any linking can be performed.
2. You may then send CEPI a fax at 517.335.0488 (Attention: Barry) that includes the following information on letterhead, signed by the UIC resolver for the school district (please see the example provided):
 - Subject: Linking UICs Request
 - DIT Remedy Help Desk Case Number: e.g., DITHPD000XXXXXX
 - District number
 - District name
 - First line: Primary UIC Number, Student Last Name, First Name, Middle Initial, Date of Birth, Gender
 - Second line: Secondary UIC Number (same fields but list the data associated with the secondary UIC)
Note: The fields listed with the secondary UIC number must include the data associated with that UIC. This information can be located by performing a student search by UIC number in the application. Please see the "Student Information" section of the UIC User's Guide for details.
 - **OPTIONAL:** Some districts choose to note on their requests why the UIC may have changed for a student. Whether or not to include this information is at the district's discretion. It is not required.
3. Once CEPI receives your fax with the specific UICs to be linked, we will forward the request to the Department of Information Technology (DIT) for processing. When that has been done, the DIT Remedy Help Desk case will be "resolved," and you will get an e-mail notification.

NOTE: Resolvers who submit linking requests that do not meet the basic requirements stated above will be asked to revise their documentation and re-submit. It is important that the request contain complete information to ensure that UICs are not mistakenly linked.

WHAT SHOULD I DO AFTER MY UICS ARE LINKED?

The Text File Export/Downloads (at the UIC Reports link) contain the UICs resolved during this submission either by the resolver or by the system. For students with linked UICs, the UIC in the download will be the primary UIC. If the Text File Export/Download is imported into your student information system, you must verify that the primary UIC is being used in your local system. If it is not, you will need to update this manually.

LINKING REQUEST EXAMPLE



Happy Valley Public Schools
123 Elementary Lane
Happy Valley, MI 48484
Phone: (517) 123-456-7890
Fax: (517) 456-0987

Subject: Linking UICs Request
DIT Remedy Help Desk Case Number: DITHPD000777777
District number: 12345
District name: Happy Valley Public Schools

Primary UIC	1122334455	Irving, John	01/10/1980	M
Secondary UIC	2233445566	Steinbeck, John	01/10/1980	M

Note: UIC changed because of a name change

Primary UIC	4455667788	Highsmith, Patricia	11/22/1990	F
Secondary UIC	5566778899	Highsmith, Patricia	11/22/1990	M

Note: UIC changed because of an incorrect gender

Primary UIC	7788990011	Hamlet, Dashiell	03/15/1985	M
Secondary	8899001122	Hamlett, Dasheil	03/15/1985	M

Note: UIC changed because of an incorrect spelling of a name

Primary UIC	7744115599	Rand, Ayn	09/27/1984	F
Secondary UIC	9955114477	Rand, Ayn	09/27/1985	F

Note: UIC changed because of an incorrect date of birth

Thank you.

Jane Smith

Jane Smith
 UIC Resolver